

Basic Inspector Training (BIT): Fundamentals of Environmental Compliance Inspections

December 7 - 9, 2004

EPA Regional Office

12th Floor Bitterroot/Columbia

Seattle, Washington

Description: The Basic Inspector Training (BIT) provides a comprehensive overview of the knowledge and skills needed for CI/FIs under any EPA statute and covers the fundamentals of enforcement policy, regulatory authorities, ethics and basic protocols for conducting compliance activities in the field. Safety, planning, and quality assurance are interwoven throughout the curriculum. Students participate in role playing and trouble shooting realistic scenarios and will learn the decision processing in documentation, sampling, establishing appropriate methods of investigation and appropriate procedures for dealing with the regulated community.

Audience: EPA, state and local government field inspectors and managers of field staff and Tribes. Note: The (BIT) course fulfills the federal training requirement for all field inspectors and managers of field staff, identified under EPA Order 3500.1, Training and Development for Compliance Inspectors/Field Investigators, which applies to all EPA personnel who lead or oversee the conduct of CI/FI activities under any of EPA's statutes and is advisory to state and local agencies.

Note: We will no longer provide the manual **Conducting Environmental Compliance Inspections; International Edition.** @ Students can download the manual in english or spanish, color or black and white, from <http://www.inece.org/manual/index.html> The manual is in pdf format which can be read by Adobe Acrobat.

Registration: Please send an email to Diane Ruthruff at ruthruff.diane@epa.gov; you can also contact Diane at (206) 553-5139.

AGENDA, December 7, 2004

Day 1	Subject	Speaker
8:30	Welcome/The role of the inspector	Doug Smith
9:00	Mock Trial A true case	Instructional Staff & Counsel
9:30	Break	
9:45	Summary of EPA Statutes	David Allnutt ORC
11:00	Ethics/Personal Liability	David Allnutt ORC
11:30	Video of typical inspection (Surgichrome chrome plater)	Doug Smith
12:00	Lunch	
1:00	Pre-Inspection Activities <ul style="list-style-type: none">• Planning• Preparation• Safety	Doug Smith
2:15	Economics	Elliot Rosenberg
2:45	Break	
3:00	Interview techniques	Keven McDermott
3:30	Interview Role Play	IEU manager
4:00	Entry protocol Role Play/ examples	Doug Smith
4:30	Adjourn	Day 2 begins 9:00

1. Participation is encouraged at all times.
2. Certificates will only be awarded for full attendance and after completing course evaluation.
3. Course manual in printable pdf color format is available at the following address:
><http://www.inece.org/manual/index.html><

Agenda, December 8, 2004

<u>Day 2</u>	<u>Subject</u>	<u>Speaker</u>
9:00	Review of Day 1	Doug Smith
9:15	QAQC Do the right thing/ Do the right thing right	Bruce Woods, PhD
10:15	Break	
10:30	Conducting the Inspection <ul style="list-style-type: none">• Reconnaissance• Opening Conference• Maintaining control• Intro to Records/Evidence & Documentation• Closing Conference• When and Why of sampling• Introduction to inspector as witness	Doug Smith
12:00	Lunch	
1:00	The role of the inspector in Physical Sampling, Sample Shipment	Andrew Hess
2:30	Break	
2:45	Concepts of Documentation vs Evidence (the elements of proof for enforcement)	Doug Smith David Allnutt ORC
3:45	Following clues Waste Oil recycler (Thailand case)	Doug Smith
4:00	Q&A case studies from class (10-15 minutes)	
4:30	Adjourn	Day 3 begins 9:00 a.m.

BIT Agenda, December 9, 2004

<u>Day 3</u>	<u>Subject</u>	<u>Speaker</u>
9:00	Review of day 2	Doug Smith
9:15	Report Writing	Doug Smith
10:00	Dealing with the Press	Doug Smith
11:00	The Omak Case Lessons and Solutions	Doug Smith
12:00	Lunch	
1:00	Criminal Cases	CID Agent
1:30	The BP Case, Jakarta Lessons and Solutions	Doug Smith
2:00	Appearing as a Witness <ul style="list-style-type: none">• Preparation of the Witness• Preparation of the Attorney• Conduct on the stand	Region 10 Counsel
3:30	Photo Documentation Case winning Photography	Doug Smith
4:15	Course Evaluation, Certificate info confirmation	
4:30	Adjourn	

BASIC INSPECTOR TRAINING
COURSE EVALUATION

Score 1 through 5. 1=very poor, 3=average, 5=excellent
Comments and recommendations are appreciated.

1. How would you rank this course? _____

2. Identify the top three units that were taught as identified on the agenda.

3. Score the quality and use of audiovisuals in the course. _____

4. Identify the unit that needs the most expansion or improvement.

5. What would you like to see added to this material?

Comments: